

Week 3 Mentor Meeting

Date

Wed, 13 March 2024

Participants

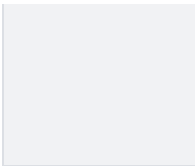
- Yujun Yan (mentor)
- Our team (Team Wombat)

Goals

- To define tasks for Sprint 1, establish the Confluence page layout, initiate the Trello board for project management, assign team roles, and review details from the client meeting.

Discussion topics

Item	Presenter	Notes
Review of Client Meeting Detailsy 	<ul style="list-style-type: none">• Yujun Yan	<ul style="list-style-type: none">• Recap of key requirements and expectations set forth by the client during the initial meeting.• Discussion on how these requirements impact the project's scope and the approach for Sprint 1.• Emphasis on critical client concerns that need immediate attention in the project planning and execution phases.
Sprint 1 Objectives 	Yujun Yan	<ul style="list-style-type: none">• Outline of specific tasks to be completed during Sprint 1, including priority features and functionalities that address client's immediate needs.• Discussion on the allocation of resources and time management for efficient sprint completion.
Confluence Page Layout 	Yujun Yan	<ul style="list-style-type: none">• Presentation of the proposed layout for the Confluence page to ensure easy navigation and accessibility of information for all team members.• Sections to include project overview, sprint plans, meeting summaries, and a dedicated area for client feedback and requirements.
Trello Board Setup 	Yujun Yan	<ul style="list-style-type: none">• Introduction to the Trello board structure tailored for project management, featuring columns for backlog, in-progress, review, and completed tasks.• Integration strategies for Trello with Confluence to streamline workflow and documentation.
Team Roles Assignment 	Yujun Yan	<ul style="list-style-type: none">• Qiuling: Assigned as the Product Owner, responsible for aligning the project objectives with client requirements and prioritizing the task backlog.• Xue: Appointed as the Scrum Master, focusing on facilitating sprint planning, daily stand-ups, and ensuring the team



adheres to agile practices.

- **Yuanwei:** Designated as the Recorder, tasked with documenting meeting minutes, decisions, and action items on the Confluence page.

✓ Planned Actions and Next Steps [↗](#)

- ✓ **Team Members:** Familiarize with the detailed requirements discussed during the client meeting and adjust project plans accordingly.
- ✓ **Qiuling:** To curate and prioritize the product backlog in alignment with client's critical needs.
- ✓ **Xue:** Schedule the first sprint planning session and daily stand-up meetings.
- ✓ **Yuanwei:** Ensure all meeting summaries and project decisions are promptly documented on the Confluence page.
- ✓ **All Members:** Contribute to setting up the project's Trello board, defining labels for task prioritization and tracking.

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📌 Additional Considerations [↗](#)

- ▼ Click here to expand...The complexity of the project was acknowledged, with an emphasis on a collaborative and iterative approach to development. The importance of a flexible system that could adapt to future needs and potentially integrate with broader university systems was highlighted.
 - **Additional Resources:** The mentor mentioned that further resources and templates, particularly for client communication and project management, will be made available on the Confluence page. This is to ensure the team has access to all necessary tools and guidelines for efficient workflow and interactions.
 - **Active Participation:** All team members are encouraged to actively contribute ideas and provide updates on the Confluence page and within Slack channels. This continuous engagement is crucial for maintaining transparency, fostering collaboration, and ensuring everyone stays aligned with the project goals and progress.

